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## DISCLOSURE DIVISION

☒ **WAIVER REQUEST**

DATE: MARCH 15, 2016

☐ **ANSWER**

DOCKET #: 2016.353

☐ **RECONSIDERATION REQUEST**

### FILER INFORMATION

Robin Gremlion, Director  
Disclosure Division

Name: **MADISON, SHANNON BURNS**

Office/Position: Clayton Board of Aldermen – Concordia Parish

Board/Commission: -----

Dates of Service: July 2012 – June 2019

Number of Disclosures and/or Amendments Filed with Agency: 5

### REPORT INFORMATION

Tier Level: Tier 3

Name of Report: Tier 3 Annual PFD covering 2014

Original Due Date: May 15, 2015

NOD Received: September 24, 2015

PFD due Date based on NOD: October 5, 2015

PFD Filed: December 11, 2015

### LATE FEE INFORMATION

Amount of Late Fee: \$1500

Days late from receipt of NOD: 67

Total days late from initial due date: 210

Late Fee Order Received: February 22, 2016

Payment/Waiver Request due date: March 14, 2016

Waiver Request Received: March 9, 2016

### REASON FOR LATE FILING AND/OR COMMENTS:

Ms. Madison stated that she had to travel out of town for a family emergency at the time the disclosure statement was due. She further stated that she asked someone to put the disclosure statement in the mail for her; however, upon her return she realized that it was not mailed.

### OTHER LATE FEE INFORMATION

#### *Disclosure Statements:*

- Other Outstanding Statements: No
- Other Outstanding Late Fees: No
- Prior Late Fees: No
- Reassessed Late Fees: No

#### *Campaign Finance:*

- Outstanding Late Fees: No
- Prior Late Fees: No



STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
**LOUISIANA BOARD OF ETHICS**  
P. O. BOX 4368  
BATON ROUGE, LA 70821  
(225) 219-5600  
FAX: (225) 381-7271  
1-800-842-6630  
[www.ethics.state.la.us](http://www.ethics.state.la.us)

**CERTIFIED MAIL**

**NO. 70151520000339330493**

**RETURN RECEIPT REQUESTED**

August 31, 2015

Shannon Burns Madison  
3656 Hwy. 65 North (PO Box 535)  
Clayton, LA 71326

**RE: NOTICE OF DELINQUENCY - FAILURE TO FILE**  
**Statement covering 2014**  
**Clayton Board of Aldermen**

Dear Mr. Madison:

Pursuant to La. R.S. 42:1124.4, if a person fails to file a Personal Financial Disclosure Statement as required by 42:1124, 1124.2, 1124.2.1, or 1124.3; omits information; or files inaccurately, a Notice of Delinquency shall be issued. A review of our records indicates that we have not received your Personal Financial Disclosure Statement.

**You have 7 business days from the date of receipt of this Notice** to file your Tier 3 Personal Financial Disclosure Statement covering 2014, or to submit an Answer explaining why you feel you are not required to file a Personal Financial Disclosure Statement. Failure to file a Personal Financial Disclosure Statement or an Answer within the 7 business days will subject you to an automatic late fee of \$50 per day up to a maximum of \$1,500. Proof of timely filing is determined by the U.S. Postal Service postmark; receipt from the U.S. Postal Service; or receipt from a commercial delivery service.

The form for the Tier 3 Personal Financial Disclosure Statement (Form 418a) is available on the Louisiana Board of Ethics website at [www.ethics.state.la.us](http://www.ethics.state.la.us). If you have any questions, you may contact me at 225/219-5600 or 800/842-6630.

Sincerely,

A handwritten signature in black ink, appearing to read "Vivian Head".

Vivian Head  
Compliance Officer

## SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Shannon Burns Madison  
3656 Hwy. 63 North (PO Box 535)  
Clayton, LA 71326

0493

2. Article Number  
(Transfer from service label)

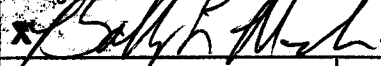
7015 1520 0003 3933 0493

PS Form 3811, July 2013

Domestic Return Receipt

## COMPLETE THIS SECTION ON DELIVERY

## A. Signature

☐ Agent☐ Addressee

## B. Received by (Printed Name)

Bobby Madison

## C. Date of Delivery

9-24-15

## D. Is delivery address different from item 1?

☐ Yes

If YES, enter delivery address below:

☒ No

## 3. Service Type

☒ Certified Mail®☐ Priority Mail Express™☐ Registered☐ Return Receipt for Merchandise☐ Insured Mail☐ Collect on Delivery

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

## LOUISIANA BOARD OF ETHICS

Post Office Box 4368  
Baton Rouge, Louisiana 70821**TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT (FOR CANDIDATES)**This Report Covers Calendar Year: 2015☒ ORIGINAL REPORT☐ AMENDED REPORTOffice Sought Clayton Board of Alderman Incumbent: ☒ Yes ☐ No  
Date of Election March 5, 2016Name (print full name) Shannon Dancane Burns Madison  
Mailing Address 3656 Hwy 65 N P.O. Box 535  
City, State, Zip Clayton, Louisiana 71326Name of Spouse (if applicable) (print full name) \_\_\_\_\_  
Spouse's Occupation \_\_\_\_\_  
Principal Business Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_

## Check all that apply:

- ☒ I have filed my state income tax return for the previous year.  
☐ I have filed for an extension of my state income tax return for the previous year.  
☒ I have filed my federal income tax return for the previous year.  
☐ I have filed for an extension of my federal income tax return for the previous year.

NOTE: La. R.S. 18:1495.7 and 42:1124.3 does not provide candidates the opportunity to request an extension in filing their personal financial disclosure statements.

- ☐ I am a candidate in an election to be held prior to April 15 and I have not filed my tax return for the previous year.

2015 DEC 11 PM 12:36  
RECEIVED**Certificate of Accuracy**

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

  
Signature of Filer



STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
**LOUISIANA BOARD OF ETHICS**  
P. O. BOX 4368  
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1-800-842-6630  
www.ethics.state.la.us

February 12, 2016

Shannon Burns Madison  
3656 Hwy. 65 N.  
Clayton, LA 71326-9710

RE: Tier 3 Annual Personal Financial Disclosure Statement for calendar year 2014  
Clayton Board of Aldermen - Concordia Parish  
**Late Fee Assessment – Report: PFD15012484**

Dear Mr. Madison:

Enclosed is an assessment of a late fee pursuant to La. R.S. 42:1124.4. Please submit a check or money order in the amount of \$1,500 payable to the *Louisiana State Treasurer*, Post Office Box 4368, Baton Rouge, Louisiana 70821.

You have 20 days from the receipt of this letter to submit payment or dispute this assessment. To dispute the assessment, you may elect to:

- **Request a waiver** to the *Board of Ethics*  
If you choose to request a waiver of the late fee, your request should include specific details, along with supporting documentation, as to why, in your opinion, you have *good cause* for not timely filing the report and why the late fee should be reduced, suspended, or waived. The request should be submitted to the attention of: *Louisiana Board of Ethics*, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271. Also, if you would like to appear before the Board of Ethics in connection with your request, you should state that in your request. If you request an appearance, you will be notified of the place and time prior to the meeting.
- **Appeal the assessment** directly to the *Ethics Adjudicatory Board*  
If you choose to appeal the assessment of the late fee, the proceedings will go before a three judge panel of administrative law judges. The panel will determine if you were required to file the disclosure statement and whether the disclosure statement was filed late. Mitigating factors are not considered. The Ethics Adjudicatory Board does not have the authority to reduce, suspend, or waive a late fee assessment. If you choose to *appeal* the assessment, you should submit your request to the attention of: *Executive Secretary*, Ethics Administration, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271.

If you do not pay, dispute, or appeal the assessment of the late fee, the matter will be forwarded to the Attorney General's Office to pursue collection. If the matter is forwarded to the Attorney General's Office for collection, you may be responsible for all additional costs incurred. Additionally, late fees not paid by the due date will be posted on the agency website.

You should be aware that unpaid fines, fees, or penalties may have an adverse effect on your ability to run for public office, as the *Board of Ethics* will object to your candidacy in future elections pursuant to La. R.S. 18:491 and 18:492.

If you have any questions, you may contact Robin Gremillion at 225/219-5600 or 1-800-842-6630.

Sincerely,

Donna Bourgeois  
Administrative Coordinator

**STATE OF LOUISIANA  
BOARD OF ETHICS**

**In Re: Tier 3 Annual Personal Financial Disclosure Statement 2014  
Clayton Board of Aldermen - Concordia Parish  
Late Fee Assessment – Report: PFD15012484**

**ORDER**


SHANNON BURNS MADISON was required to file a Tier 3 Annual Personal Financial Disclosure Statement for calendar year 2014 pursuant to La. R.S. 42:1124 et seq.

On September 24, 2015, SHANNON BURNS MADISON received a Notice of Delinquency for failing to file the disclosure statement. The notice required that the disclosure statement be filed by October 5, 2015 (pursuant to La. R.S. 42:1124.4). SHANNON BURNS MADISON filed the Tier 3 Annual Personal Financial Disclosure Statement for calendar year 2014 on December 11, 2015 and was 67 days late.

La. R.S. 42:1124.4 authorizes the assessment of a \$50 late fee per day (not to exceed \$1,500) against SHANNON BURNS MADISON for this late filing.

Accordingly, **IT IS ORDERED** that a late fee of \$1,500 be assessed against SHANNON BURNS MADISON for failing to timely file the Tier 3 Annual Personal Financial Disclosure Statement for calendar year 2014.

**ORDER** signed on the 12th day of February 2016 at Baton Rouge, Louisiana.

  
\_\_\_\_\_  
Robin Gremillion, Director  
Disclosure Division

2/12/16

**SERVICE RETURN**

IN RE: SHANNON BURNS MADISON

Tier 3 Annual Personal Financial Disclosure covering  
calendar year 2014

Report ID: PFD15012484

STATE OF LOUISIANA  
**BOARD OF ETHICS**

TO: SHANNON BURNS MADISON  
3656 HWY. 65 N.  
CLAYTON, LA 71326-9710

This LATE FEE NOTICE/ORDER was issued at the request of Disclosure Director Robin Gremillion.

SHANNON BURNS MADISON is hereby assessed a late fee in connection with the above referenced disclosure statement and is requested to submit payment to the *Louisiana Treasury, Ethics Administration, P.O. Box 4368, Baton Rouge, Louisiana 70821.*

SHANNON BURNS MADISON has **20 days from receipt of this Notice** to submit payment or dispute this assessment.

DB - Troop E

**RETURN INFORMATION**

THIS SUBPOENA MUST BE SERVED PERSONALLY OR AT THE DOMICILIARY ADDRESS LISTED ABOVE. IF THE ADDRESS IS FOUND TO BE INCORRECT, PLEASE RETURN THE SUBPOENA TO THIS AGENCY. IF AN UPDATED ADDRESS IS AVAILABLE, PLEASE PROVIDE THE INFORMATION SO THAT THE SUBPOENA CAN BE REISSUED.

The attached documents were served on the above party as follows:

PERSONAL SERVICE:

Served on the above named party at:

☒ DOMICILIARY SERVICE:

Served on the following named: Shannon B. Madison  
by leaving the same at the domicile in the hands of:

Bobby Madison  
Relationship to named party: Husband, a  
person of suitable age and discretion residing in the said domicile at:  
3656 Hwy 65 N Clayton, LA 71326-9710

DUE AND DILIGENT:

After diligent search and inquiry, unable to find the party herein named.

2016 MAR - 7 AM 9:33

This 22 day of February, 2016, at 2:02 A.M. (P.M.)

Justin T. Shue  
SIGNATURE - SERVING OFFICER  
Master Trooper  
TITLE



March 9, 2016

*To Whom It May Concern:*

I, Shannon Madison am requesting a waiver on my financial statement for the fiscal year of 2014. The reason for this form being sent in late is because I had to travel out of town due to a family emergency. The form was left to be mailed but upon my return I found that the forms were never mailed causing it to be late. Therefore, I faxed upon discovering that they were not mailed out. I deeply apologize for any inconvenience.

*Thank you,*

*Shannon Madison*

2016 MAR -9 PM 2:14

LOUISIANA  
CHIEF ADMINISTRATION  
CAMPAIGN FINANCE  
RECEIVED



# FAX

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Date: March 9, 2016

Send to: Board of Ethics

***Attention: Ms. Robin Gremillion***

Fax Number: (225) 381-7271

From: Mrs. Shannon Madison

Phone Number: 318-719-1630

Number of Pages, Including Cover: 2

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Comments:

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Mrs. Shannon Madison  
3656 Hwy 65 North (PO Box 535)  
Clayton, LA 71326  
Phone: 318-719-1630

**bettyz**

**StreemCenter Fax**

**03-09-2016 /14:56**

**XEROX®**